

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

EXECUTIVE SECRETARY

JOB DESCRIPTION

Employees in this job perform secretarial and executive support activities to assist administrators and executives involved in the development, implementation, and executive management of programs and policies for departments and agencies of state government.

There are three classifications in this job.

Position Code Title – Executive Secretary-E

Executive Secretary E10

This is the experienced level. The employee performs a full range of executive secretarial and related duties using considerable independent judgment in making decisions. The employee provides executive support for a State Division Administrator 17, State Office Administrator 17, State Bureau Administrator 18 (deputy bureau director), or equivalent.

Position Code Title – Executive Secretary-1A

Executive Secretary 11

This is the first advanced level. There are two concepts for this level. The employee either provides executive support activities for a State Bureau Administrator 18 (bureau director), or equivalent; or supervises two or more subordinate administrative support positions and provides executive support activities for a State Division Administrator 17, State Office Administrator 17, State Bureau Administrator 18 (deputy bureau director), or equivalent.

Position Code Title – Executive Secretary-2A

Executive Secretary 12

This is the second advanced level. At this level, the employee supervises two or more administrative support positions and performs executive support activities for a State Bureau Administrator 18 (bureau director) or equivalent.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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Performs a variety of executive support tasks that may be highly confidential and sensitive.

Coordinates office management activities for the executive or commission.

Researches, compiles, assimilates, and prepares confidential and sensitive documents, and briefs the executive regarding contents.

Reads and screens incoming correspondence and reports; makes preliminary assessment of the importance of materials and organizes documents; handles some matters personally and forwards appropriate materials to the executive and staff.

Receives and screens incoming calls and visitors, determines which are priority matters, and alerts the executive accordingly. Makes referrals to appropriate executive staff or provides requested information.

Informs government officials and others of the position of the executive on issues.

Composes letters and memoranda in response to incoming mail or calls.

As liaison between the executive and subordinates or others, transmits directives, instructions and assignments and follows up on status of assignments.

Operates computers to produce a variety of documents, charts, and graphs in final form.

Updates administrator or executive on status of issues before scheduled meetings.

Prepares agenda and collects materials for meetings, speeches, and conferences; takes minutes and keeps records of proceedings as required.

Plans and coordinates arrangements for professional conferences.

Reviews, proofreads, and edits documents prepared for the administrator's or executive's signature.

Takes and transcribes dictation on technical and confidential matters from the administrator or executive as required.

Coordinates and facilitates the administrator's or executive's calendar to arrange appointments, meetings, and conferences.

Recommends actions to be taken on office expenditures such as equipment and supply needs. May assist in preparation of the office budget.

Attends meetings as administrator's or executive's representative; reports on proceedings.

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Compiles and maintains records, statistical information, and reports.

Participates in and may coordinate committees or task forces, as assigned.

Establishes and maintains various filing and records management systems.

Makes domestic and foreign travel arrangements; prepares itineraries; prepares and compiles travel vouchers, maintains all travel records.

Performs related work appropriate to the classification as assigned.

Additional Job Duties

Executive Secretary 11 and 12 (Supervisory)

Evaluates and verifies employee performance through the review of completed work assignments and/or the reviewing of work techniques.

Selects and assigns staff, assuring equal employment opportunity in hiring and promotion.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the second advanced level.

Knowledge of the application of instructions and guidelines to specific problems.

Knowledge of the application of the mission of the specific organizational entity to the performance of executive support activities.

Knowledge of the application of the overall mission of a department to the performance of executive support activities.

Knowledge of organization, subject matter procedures, instructions and guidelines of departments within the State service.

Knowledge of departmental policies, procedures, and organizational relationships.

Knowledge of the organization, punctuation and composition of business letters, reports, charts and tabular material.

Knowledge of correct English usage, spelling and punctuation.

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Knowledge of current computer environments, i.e., Windows or System 7.

Knowledge of software programs such as Microsoft Word, WordPerfect, Excel, Access, Lotus, FoxPro, and PowerPoint.

Knowledge of the organization and maintenance of filing systems.

Knowledge of the techniques of receiving callers, making appointments and giving information.

Some knowledge of human resource practices.

Ability to make decisions where precedents may not be established.

Ability to apply the overall mission of a department to make executive support decisions.

Ability to review several diverse reference sources, select and synthesize data for reports and other forms of correspondence.

Ability to apply instructions and guidelines in the disposition of problems.

Ability to follow complex instructions.

Ability to compose letters and memorandum.

Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.

Ability to type and/or take dictation to meet standards in giving out information and referring callers.

Ability to use a Windows or System 7-based environment to create presentations, charts, graphs, databases, and spreadsheets.

Ability to direct, review and evaluate the work of other employees, as required.

Ability to make decisions and take necessary actions.

Ability to maintain composure during stressful situations.

Additional Knowledge, Skills, and Abilities

Executive Secretary 11 and 12 (Supervisory)

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

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Some knowledge of equal employment opportunity and affirmative action practices.

Some knowledge of labor relations.

Ability to select, instruct, direct, and evaluate employees.

Working Conditions

None.

Physical Requirements

None.

Education

Educational level typically acquired through completion of high school.

Experience

Executive Secretary E10

Five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to advanced 8 level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Five years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year of experience involving secretarial/management assistant practices equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

Executive Secretary 11

Six years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including three years equivalent to advanced 8 level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Six years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years of experience involving secretarial/management assistant practices equivalent to a Secretary 9, Legal Secretary 9, or Senior Executive Management Assistant 9.

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OR

Six years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including one year equivalent to the Division Head Legal Secretary 10 or Executive Secretary E10.

Executive Secretary 12

Seven years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including four years equivalent to advanced 8 level administrative support work, or equivalent to a Secretary E8, or Legal Secretary E8.

OR

Seven years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including three years involving secretarial/management assistant practices equivalent to a Secretary 9 or Senior Executive Management Assistant 9.

OR

Seven years of administrative support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work, including two years equivalent to the Executive Secretary E10 or one year equivalent to the Executive Secretary 11 or the Senior Executive Management Assistant 11.

Alternate Education and Experience

Possession of current certification as a Certified Professional Secretary (CPS) may be substituted for one year as a Secretary E8.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
EXCSECRTY	Executive Secretary

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Executive Secretary-E	EXCSECE	NERE-012
Executive Secretary-E	EXCSECE	W41-013
Executive Secretary-1A	EXECSC1A	NERE-013
Executive Secretary-2A	EXECSC2A	NERE-014

ECP Group 1
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